



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 29 1972 376 DEC 4 1972	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Central State Hospital Security and Motor Transport Service Division Security Section Milledgeville, Georgia 31061		4. Person to Contact Charles G. Payne, Jr.	
				5. Working Title Director of Security 6. Tel. No. 452-2562	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1968 to date		9. EXACT SERIES TITLE Hospital Security Services Files			
10. What is the function of the office in which this record series is created The function of the Security Section is to provide police services, protection and security to a State Medical Institution by reporting serious incidents to proper authorities, conducting investigations, registering firearms, operating a police desk, enforcing traffic regulations, securing recovered property and investigating traffic accidents.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Security Services file series include the following: Daily Operating Log (CSH-391), Security Department Reference Card (CSH-616), Report of Investigation (CSH-622), Police Desk Blotter (CSH-626), Traffic Ticket (CSH-635), Serious Incident Report (CSH-658), Investigator's Accident Report (Form A.R.D. #13), and Receipt for Property Form. (See attached copies of forms) (Attachment I: List of Security Services description and disposition of files)					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		6	8	4 8	
Legal-size File Drawers		1	2	Floor Space Occupied (Square Feet) 21 0	
4" x 6" Card		6	6	AVERAGE DAILY REFERENCES	
				This Year's Last Year's Preceding Year's All Prior Years	
				150 125 100 -	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 3 Mos. to 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s) / _____ year(s), then: (See Attachment I)

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

Destroy.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Recommendations for disposition will meet any anticipated requirements for the institution.

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dept. of Audits	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dept. of Law	Date

HOSPITAL SECURITY SERVICES FILES

These files relate to the administration of security services in all State medical and treatment facilities.

Description	Disposition
Investigation Reporting Files. Documents reflecting essential information concerning serious incidents involving violations of hospital rules and regulations or state laws. Included are: Reports of Investigation, Serious Incident Reports, and supporting documents.	Cut off end of calendar year, hold in current files area for three years and destroy.
Police Desk Files. Documents containing a chronological record of police activity developed from reports, complaints, incidents, or information received and action taken; and record of police radio traffic. Included are desk blotters and police radio operating logs.	Cut off end of calendar year, hold in current files area one year; transfer to local storage area, hold two years, then destroy.
Traffic Law Enforcement Files. Documents relating to traffic enforcement activities such as surveys, accidents, and traffic violations. Included are accident reports, traffic violation reports, notices, summons, and claims reports.	Cut off end of calendar year, hold in current files area one year; transfer to local storage area, hold two years, then destroy.
Firearms Registration Files. Documents listing pertinent information on type of firearms owned and carried by employees. Included are firearm authorization file card and related data.	Upon termination of registration, place in the inactive files, cut off the inactive file at end of calendar year, hold in current files area one year and destroy.
Private Vehicle Registration Files. Documents authorizing employees to park vehicles in controlled areas.	Destroy on termination of employment, or when permit is superseded or revoked, whichever is first.
Police Desk Reference Files. Card indexes containing the names of persons who are identified in police reports as subject, victim, complainant, or witness to an incident; names of patients who have left without consent or who have been involved in any incident.	Destroy when superseded, obsolete, or no longer needed for reference.

Description

Property Receipt Files. Documents reflecting the receipt and release of property that is found, impounded or seized as contraband or prohibited property, or safeguarded for detained patients. Included are logs, receipts, releases, and related papers.

Security Activities Reporting Files. Reports containing statistical data relating to incidents, offenses, assistance rendered, and other police activities. Included are basic reports, consolidated reports, and analysis.

Disposition

Upon return or release of property, place in the inactive file, then; cut off the inactive file at the end of calendar year, then; hold in current files area for two years, then destroy.

Cut off on completion of the communication, study, survey, report or other action. Destroy in blocks after an additional three months, six months, or one year. Earlier destruction is authorized.